

Helping Hands Employee Donation Form

Kaniksu Community Health

Kaniksu Community Health Helping Hands program is designed to assist employees and patients in times of need. It is funded by the employees of Kaniksu Community Health through a variety of sources including Employee Donations. There are two ways to make donations.

1. To make contributing to Helping Hands as easy as possible, we have set up a charitable donation program whereby your contribution is deducted from your net pay on a **bi-weekly basis**, after-tax.

The total of your after-tax donations are deductible when you file your tax return and you will be provided with documentation stating your total contribution for the year.

2. Employees are also able to donate vacation time to this account as well. If you choose this option a **one-time** deduction of vacation hours will be taken from your accrued vacation time.

Please complete the following information below and submit your completed form to jobs@kchni.org.

I authorize Kaniksu Community Health to deduct \$_____ per bi-weekly paycheck for a total annual amount of \$_____.

I authorize Kaniksu Community Health to deduct _____ Vacation hours from my total hours available.

Employee Name: _____ Date: _____

Employee Signature: _____